

Housekeeper Job Description – Heritage Springs Memory Care

Summary of Responsibilities:

The Housekeeper is responsible for ensuring the cleanliness of all Heritage Springs Memory Care, Inc. common areas. All areas must be kept clean and free of lingering odors, insects and trash. Assist assisted living residents with routine housekeeping on an a weekly basis.

Duties and Responsibilities:

- Dusts all tables, chairs, desks, cabinets, lamps/light fixtures, wall vents, handrails, ceiling fans, baseboards and blinds.
- Checks sofas/chairs for debris and vacuums, dusts and spot cleans sofas/chairs.
- Vacuums carpets, sweeps, mops and waxes all floors. Spot cleans carpet.
- Cleans and waters plants.
- Empties trash.
- Cleans inside and outside of washers/dryers. Empties lint traps.
- Identifies and reports potential maintenance issues.
- Cleans public bathrooms and dispenses soap and paper products.
- Cleans all apartments for assisted living residents including light dusting, cleaning bathrooms and kitchen.
- Performs other duties as assigned.

Qualifications:

- Must be able to work flexible hours.
- Must be able to relate to residents, family members and staff in a courteous and diplomatic manner under all circumstances.
- Must be a high school graduate or have a GED.

Working Conditions:

- Exposed to body fluids, infection, odors, and behavior of residents.
- Exposed to chemicals/cleaning solutions.